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Choose Your Career Path

• Accounting
• Administration of Justice
• Allied Health
• Aviation Maintenance Technology
• Business
• Child Development & Educational Studies
• Computer Science Information Systems

• Construction Management
• Cooperative Work Experience
• Cosmetology & Esthetician
• Cybersecurity
• Digital Media
• Heating, Ventilation and Air Conditioning
• Water Resources Management

For more information on these programs and classes, visit www.gavilan.edu/CareerEd or email CareerEd@gavilan.edu.
New CMGT 101
Concepts of Construction Management

CMGT 101  Concepts of Construction Management

Introduction to the fundamental concepts and an overview of the elements associated with construction management operations.

By the end of this course, a student should:

· Identify the fundamental concepts associated with the construction industry.
· Prepare an overview of the essential elements associated with the construction profession.

This course is online.

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
Cybersecurity Certificate of Achievement

This certificate prepares students to recognize cybersecurity threats and implement procedures to protect computers, networks, programs, and data from unintended or unauthorized access, change, or destruction. It prepares students to take the professional industry CompTIACySA+ certification exams, which will enhance their ability to pursue a career in cybersecurity.

Students completing the Cybersecurity Certificate of Achievement will find a variety of career choices; including Computer Systems Analysts, Information Security Analysts, Cybersecurity Analyst, Security Analysts, and Incident Response Specialist.

Upon successful completion of this program, students will be able to:

• Analyze systems for evidence of abuse or intrusions.
• Perform attacks and defend against them.
• Describe common cybersecurity threats and defenses, prioritize them, and properly implement defenses such as firewalls and intrusion defense systems.

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
New Human Development & Family Science

2 + 2 Plan for Students Transferring to the Human Development & Family Science program at CSUMB

Earn your AA in Early Childhood Education at Gavilan College and earn your BS in Human Development & Family Science at CSUMB.

The purpose of this agreement is to articulate and offer a 2+2 Human Development & Family Science B.S. program where the 60 - 61 units of coursework needed to complete the Associate in Science for Transfer in Early Childhood Education at Monterey Peninsula College, Cabrillo College, Gavilan College or Hartnell College, can be seamlessly transferred to the Bachelor of Science in Human Development & Family Science at CSUMB starting in the Fall semester of 2021 for completion of the B.S. degree at the latter institution.

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
Accelerated Short-Term Training

HVAC 201 Basic Electrical Theory  
*August 23 - October 15*

Students will study concepts of electricity, controls, and electrical loads found on air conditioning and refrigeration circuits. The course includes both the theory and practices of electricity applicable to the air conditioning and refrigeration industries.

HVAC 202 Basic Refrigeration  
*October 18 - December 10*

Students will study concepts of the vapor compression refrigeration system. The course includes both the theory and practice applicable to the mechanical function of air conditioning and refrigeration systems. The student will learn the major components and accessories of the sealed system including metering devices, evaporators, compressors and condensers.

RE 160 Real Estate Principles  
*August 23 - October 15*

The fundamental course covering an introduction to the field of real estate, including economics, working concepts, forms and terminology. This course prepares the student for the California Department of Real Estate License exam. This course has the option of a letter grade or pass / no pass.

RE 162 Real Estate Practice  
*October 18 - December 11*

Introduction to the practice of real estate in California; emphasis on the practical application of listings, selling, advertising, financing, escrow, taxation, and valuation of real estate. This course meets a requirement for the California Broker's License. This course has the option of a letter grade or pass / no pass.

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
Administration of Justice

The Administration of Justice Program provides a course of study to prepare students for employment in private security and public law enforcement agencies, including: state parks, municipal police, game wardens, probation officers, county deputy sheriffs, county and state correctional officers and the federal government. The associate degree program will prepare students for transfer to UC and CSU bachelors programs (if the IGETC or CSU GE pattern is chosen.) The certificate program is an option for students whose employment objectives are with agencies who require less than an A.A. degree.

Those completing the AS-T in Administration of Justice degree will be able to transfer to the California State University system and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, and Pre-Law. Students will be prepared to work in a variety of fields, including: public law enforcement agencies such as municipal police, probation officers, county deputy sheriffs, correctional offices, game wardens, state parks, and private security.

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
The Gavilan College Business program offers an Associate in Science for Transfer, Associate of Arts, and a Certificate of Achievement which are designed for direct employment.

Students gain skills and can choose an option based on their business needs - Accounting, Management, Medical Office, Technical Publishing, or Office Applications. Earning an associate degree provides more opportunities for advancement, especially for those who pursue additional training, experience and education.

Associate degree careers can be found in retail, manufacturing, financial institutions, technology, real estate, medical offices and government agencies. Students will also be prepared to start their own businesses. Contact us today to help you get started!

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
Computer Science and Information Systems

The Computer Science and Information Systems program offers a wide variety of classes that prepare students for exciting career opportunities. Our program is designed to provide students with a foundation for career and professional success in:

- Coding
- Microsoft Office
- Desktop Publishing
- Keyboarding Skills
- Programming
- Web Page Design
- Computer Repair
- Networking
- UNIX/Windows Operating Systems

As you may have seen in news reports, there are currently 500K open technology jobs but universities are only producing one-tenth that number of computer science graduates. At any given time, IBM has thousands of job openings across the US, but like others in the industry, they can’t always find enough candidates with the right mix of technology skills to fill all of those positions.

To address this gap, IBM is pleased to announce the launch of the Community College Skills Accelerator, a program geared towards community colleges that provides faculty and staff access to IBM offerings, education, and programs which will allow students to build the skills they need for new roles. IBM is also working on building key partnerships with community colleges near its major locations to help establish a greater on-campus presence and talent pipeline for IBM.

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
2 + 2 Plan for Students Transferring to the CIM Program at Chico State

**Earn your AA in General Business at Gavilan College and earn your BS in Concrete Industry Management at Chico State. Transfer students can finish the CIM program in just 2 years!**

The Concrete Industry Management (CIM) program at CSU, Chico is one of only four CIM programs in the United States - combining the academic disciplines of concrete technology with business administration. Graduates from the program are well prepared to be effective managers of the people, systems, and projects within the large and thriving concrete industry.

Courses to be taken at Gavilan College

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>SPRING</td>
</tr>
<tr>
<td>MATH 8A</td>
<td>MATH 8B</td>
</tr>
<tr>
<td>HIST 1 or 2</td>
<td>CMUN 1A</td>
</tr>
<tr>
<td>IGETC GE Area 3-A</td>
<td>ECON 1</td>
</tr>
<tr>
<td>CSIS 2L</td>
<td>ENGL1c</td>
</tr>
<tr>
<td>ENGL 1A</td>
<td>POLS 1</td>
</tr>
</tbody>
</table>

or 3-B

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
The cooperative work experience program is designed to provide students with an opportunity to earn college credit while working.

**Occupational Work Experience** (section 190)

For students with a job related to their major
Earn 4 units per semester (maximum 16)

**General Work Experience** (section 192)

For students with a job unrelated to their major
Earn 3 units per semester (maximum 16)

**How much credit can I earn?**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Paid</th>
<th>Unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>1 unit of credit</td>
<td>1 unit of credit</td>
</tr>
<tr>
<td>150</td>
<td>2 units of credit</td>
<td>2 units of credit</td>
</tr>
<tr>
<td>225</td>
<td>3 units of credit</td>
<td>3 units of credit</td>
</tr>
<tr>
<td>300</td>
<td>4 units of credit</td>
<td>4 units of credit</td>
</tr>
</tbody>
</table>

* CWE 192 for 1 or 2 units may be taken through Service Learning. Students can choose a site to volunteer or instructor can place at established Service Learning site.

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
Teacher Pipeline

Why become an Education Major?

Make a Difference  High Demand Field
Variety of Positions Available  Teaching Changes Lives

Teacher Prep Center Services
Come to CDC128 to meet other students pursuing degrees in teaching!
• Orientation to the Teaching Profession
• Specialized Academic Advising and Counseling
• Information on Teacher Preparation Programs
• Financial Aid / Scholarship Advising and Workshops
• Transfer Information
• Field Trips to Colleges
• Credential Information
• Future Teacher Specialized Activities
• TBA - CBEST / RICA Preparation Courses
• Permit / Credential Support
• And more

Gavilan Degrees for Future Teachers
Find the level you wish to teach.

Infants / Toddlers:
Certificates of Achievement
AA Child Development
AST Early Childhood Education

Preschool Children:
Certificates of Achievement
AA Child Development
AST Early Childhood Education

After School Programs:
Certificates of Achievement
AA Child Development
AST Early Childhood Education
LA Elementary Emphasis

*Transitional Kinder. - 6th Grade:
LA Elementary Emphasis

*Middle School level:
AA Multiple Subjects
AA Transfer in your chosen subject matter

*High School level:
AA Transfer in your selected subject matter

*College Level Faculty:
AA Transfer Degree in subject matter
Career Experience + Education
*Transfer from California
Community Colleges to CA four year colleges with our Transfer Degree Programs

For more information on the program and classes, email CareerEd@gavilan.edu, phenrickson@gavilan.edu, or call 408.848.4817.
Child Development Classes

The Child Development program offers coursework and degrees leading to a wide range of careers with children. Students who complete the Early Childhood Education (ECE) Certificate are prepared for employment in infant / toddler centers or private preschools. The School Age Certificate prepares students for employment in before and after-school centers, and recreation programs. The Child Development Teacher Permit, which requires 16 additional units in general education beyond the certificate, allows students to teach in state or federally funded child care and development programs.

Students who see a career in teaching or human services as their goal may wish to pursue an Associate in Arts Degree. More rigorous General Education requirements distinguish the transfer-level Liberal Arts / Elementary Education AA degree from the AA in Child Development, and students who complete the transfer degree will be prepared to enter many universities and colleges with upper division status.

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu, phenrickson@gavilan.edu, or call 408.848.4817.
To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.

Gavilan College is one of the California Community Colleges selected to be a part of the Community Colleges Pathway to Law School Initiative (CCPLSI), which provides a transfer pathway for students to participating universities and law schools. This program will give students special recognition in the participating schools but is not a guarantee of admission.

**Required Classes:**
- ENGL 1A
- ENGL 1C
- HIST 1 or 2
- POLS 1
- CMUN 1A
- AJ 10

2 + 2 + 3

*Your First Step to Your New Career!

2 Year Associate Degree + 2 Year Bachelor’s Degree + 3 Year Juris Doctorate (Law Degree)
To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
Certified Medical Assistant Training Program

A medical assistant is a multi-skilled allied health care professional that specializes in procedures commonly performed in the ambulatory health care setting. Medical assistants perform both clinical and administrative duties and assist a variety of providers including physicians, nurse practitioners, and physician assistants. They typically work in medical offices, clinics, urgent care centers and may work in general medicine or specialty practices. This program will prepare you for the CCMA exam. This course combines 187.50 hours of classroom instruction with a 120 hour externship.

Requirements: Students must be 18 years of age or older; have proof of H.S. graduation or GED; be proficient in keyboarding; understand computing and word processing; have command of the English language and math; have internet access, printing capabilities and an email address. All eligible students must be able to pass drug and background checks.

Cancellation Policy: No refunds for this program, please choose carefully.

Mondays 1:00 pm - 8:30 pm & Fridays 8:00 am - 2:30 pm, Oct. 4 - March 4
HOB 114 $3200 with a Payment Plan available

Students are responsible for additional costs.

Financial Assistance: Regular college Financial Aid is not applicable to this program.

You may be eligible for state funds for career training for this program!
Inquire at your local America’s Job Center of California formerly known as your One Stop Career Center. Office locations are in Hollister, Gilroy, and San Jose.
Certified Phlebotomist Training Program

Certified phlebotomists work in clinical laboratories or other healthcare settings. Their main responsibility is drawing blood samples from patients according to the clinical laboratory orders. This program will prepare you for the California State Exam which will allow you to apply to Laboratory Field Services for your CPT-1. This course combines 84 hours of classroom instruction and a 40 - 80 hour externship.

**Requirements:** Students must be 18 years of age or older; have proof of H.S. graduation or GED; be proficient in keyboarding; understand computing and word processing; have command of the English language and math; have internet access, printing capabilities and an email address. All eligible students must be able to pass drug and background checks.

**Cancellation Policy:** No refunds for this program, please choose carefully.

**Saturdays, February 5 - May 14, 2022** 8:00 am - 3:30 pm
Room: HOB 114
$3100 with a Payment Plan available

Students are responsible for additional costs.

**Financial Assistance:** Regular college Financial Aid is not applicable to this program.

*You may be eligible for state funds for career training for this program! Inquire at your local America’s Job Center of California formerly known as your One Stop Career Center. Office locations are in Hollister, Gilroy, and San Jose.*
Stocks, Bonds, and Investing: Oh, My!

Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven’t the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? And do you wish you could do it all without having to pay a broker or a financial advisor? Well, look no further. The class you need is right here.

Stocks, Bonds, and Investing; Oh My! is an enjoyable class that walks you through the fundamentals of investing. The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to your success as an investor. Each lesson explains these concepts in detail, so you understand how and why things work in the investment world.

Provide yourself with the independence and confidence you will need to make your own investment decisions.

Matt Crabtree, CFP®, earned his Bachelor of Science in Business, Information Systems Management, in 1999, a mini MBA certificate from The School of Management at Yale University in 2004, a certificate in Financial Planning from Pepperdine University’s Graziadio School of Business in 2012 and has received the financial industry’s most rigorous and prestigious professional designation of Certified Financial Planner™. After many years in project management, office management, and business sales, Matt began training individuals and organizations in areas of business finance, leadership development, successful negotiations, sales management, and customer service excellence.

Matt has trained individuals and various units within the U.S. Department of Defense, as well as corporate organizations including IBM (technology), Accuray (healthcare-technology), and Gen-Probe (molecular diagnostics). Matt is registered as a securities broker with the Financial Authority Regulation Authority (FINRA) and with the U.S. stock exchanges (NYSE and NASDAQ) and as an investment advisor with FINRA. Matt’s natural aptitude for explaining his material in an easy-to-understand and enjoyable manner allows each student to gain insights into areas that are often considered challenging.

Classes start monthly
Instructor Led or Self-paced

$149
Make Money as an Auto Wholesale Dealer (Ages 18 & Up)
Supplement your income buying and selling wholesale cars as a home-based business or purchase your favorite vehicles at huge discounts! You will learn six techniques that create profits and cash flow. Discover how to get your auto dealer license in 15 days. Learn how-to’s, buy below wholesale prices and sell at retail prices. This class is DMV approved and you’ll receive a DMV certificate of completion after you pass the class exam.

Benefits of a dealer license include:
• Dealer plates for vehicles that can be used for business or pleasure
• Get auto parts and services at wholesale prices and sales tax exemption
• Ability to travel and do business in every state
• Import and export opportunities
• Tax deductions
• Dealers DO NOT pay annual registration or smog fees on vehicles owned as inventory

Ronald Wayne Williams owns and operates an auto dealership and insurance agency. He is also a licensed DMV Dealer Education instructor.

Saturday, September 18 10:00 am - 4:00 pm
Zoom $105 + $25 material fee to instructor

Community Education - See page 40 for registration details.
Fundamentals of Supervision and Management

Become a more effective manager by learning the language of business management. This course provides skills in managing time, delegating responsibility, motivating your employees, solving problems, and resolving conflicts so you can accomplish your job more effectively.

Classes start monthly $115

Microsoft PowerPoint 2019 / Office 365

Make presentations go from “so-so” to sensation with PowerPoint. This course will help you learn to use Microsoft PowerPoint 2019 / Office 365 to create professional-quality slide presentations that grab attention and make your message memorable from start to finish.

Classes start monthly $129
Instructor Led or Self-paced

Ed2Go Online - See page 35 for details.
Voice Overs . . . Now Is Your Time (Ages 18 & Up)

In what could be the most enlightening 2 hours you’ve ever spent, this class will show you how you can actually begin using your speaking voice for commercials, films, videos, and more. Most people go about it the wrong way. In this introductory class, you will learn about a unique, outside the box way to break into this creative, fulfilling, and potentially lucrative industry. Voice-overs can be managed on your own terms, on your own turf, in your own time, and with minimal overhead! Whether you choose to pursue voice-overs part-time or full-time, this could be the game changer you’ve been looking for.

Part 1: Covers background in the voiceover industry.

Part 2: Students receive personal coaching while reading a real script. Students are recorded and receive professional voice evaluations.

Part 3 (FAQ):
- Do I have to be famous or have a special voice?
- Do I need an agent?
- Do I need to join a union?
- Do I have to live in a major market?
- How much do voiceovers earn?
- What continuing education and tools are needed to pursue this career?

Lisa Foster’s voice can be heard on commercials and narratives for such clients as: Crest Toothpaste, Olay, Cafe Appassionato, LA Weight Loss, Advanced Laser Clinics and Sleep Train.

Tuesday, November 30
Zoom

6:00 pm - 8:00 pm
$49

Community Education - See page 40 for registration details.
Become a Notary Public (Ages 18 & Up)

Making additional income is never a bad idea and it shows your amazing initiative. Sign-up and learn how to perform valuable services by certifying or witnessing signatures on official documents. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few. This state approved seminar gives you the knowledge to pass the exam and practice as an effective Notary. Participants receive two practice tests and take the official Notary exam. You’ll be a part of a rewarding and lasting career.

Saturday & Sunday, October 2 - 3                     10:00 am - 1:15 pm
Zoom                                                $110 + $35 material fee to instructor

The exam is scheduled on Monday, October 4, 2021 at 4:00 pm in SS 210.

Renew Your Notary Public (Ages 18 & Up)

Renewing notaries are required to take a three-hour approved notary refresher course and notary exam. This class will satisfy that requirement. Notary commission must not be expired. No refunds for late arrival. See exam information below.

Saturday, October 2                                           10:00 am - 1:15 pm
Zoom                                                  $55 + $35 material fee to instructor

The exam is scheduled on Monday, October 4, 2021 at 4:00 pm in SS 210.

Register for the exam from 4:00 pm - 4:30 pm
Exam is from 4:45 pm - 6:00 pm
For the exam, bring the following:
• A $40 check made payable to Secretary of State
• Proper Photo ID - (must be a legal California resident)
• Two #2 pencils
• 2” X 2” passport color photo
Live Scan fingerprints will be required after you pass the exam. Serious convictions may disqualify applicants.
Loan Signing Agent (You must be a Notary or have completed the Become a Notary Public seminar.)

Make the most out of your notary commission by becoming a certified Loan Signing Agent. Our seminar will teach you how to notarize loan documents and give you a simple strategy to launch your new business. Learn the information and tools you need to succeed as a Signing Agent from the comfort of your home. Our expert teachers are seasoned in the business; they’ll teach you the process of completing a signing, best practices in the industry, and how to get loan signing assignments. A certificate is awarded upon completion of the course.

Topics include:

• Notarize a loan package from any bank successfully every time
• The dos and don'ts of the profession
• What to discuss with your clients
• How to develop your own business
• Getting signed up with busy signing agencies

Tuesday - Thursday, November 16 - 18 6:00 pm - 8:00 pm
Zoom $110 + $60 material fee to instructor

Community Education - See page 40 for registration details.
Paralegal

Paralegals play a vital role in the legal profession. These qualified professionals take on a variety of tasks ranging from legal research to drafting legal documents in traditional law office settings and in the corporate, government, and public arenas. Formal training is a critical part of preparing for a career as a paralegal.

The Paralegal course will help you gain the skills you need to enter the paralegal workforce. You will learn how to conduct legal research and legal interviews, how to perform legal analyses, and more. As you prepare for your paralegal career, you will also receive soft skills training to increase workplace effectiveness. The course concludes with a capstone project and a portfolio review. You will first create a complete litigation file that includes: a legal analysis brief, an investigative report, client interview checklist, intake memo, complaint, legal research, and interoffice memorandum of law. Then, you will learn how to create a strong resume that encompasses your specialized skill set and showcases the impact you would make for your next employer.

Through a partnership with National Association of Legal Assistants (NALA), you will also receive membership and access to NALA’s Certified Paralegal (CP) Exam Review courses should you choose to take the NALA CP exam at a future time.

Start anytime: 300 hours at your own pace $2395

Ed2Go Online - See page 35 for details.
Podcasting for Profit

• Have you ever wanted to be a DJ or the host of a radio show?
• Would you like to be paid to host your own show?
• Would you like to promote your business, hobby or passion on radio?
• All for FREE?

Now you can, by setting up your own podcasting program! This course explains and demonstrates how to set up an audio podcast and monetize it including the equipment and software necessary, the procedures for creating and broadcasting, and over a dozen ways to make money with your podcasts – all for FREE!

Materials include: Podcasting for the Clueless® manual, Acoustica™ simple recording and editing software, Audacity™ recording and editing software, 150 royalty free music clips, 100 royalty free sound effects, and Winebottler™ software

Mike Rounds

Monday, September 20
6:00 pm - 9:00 pm
Zoom
$39 + $20 material fee to instructor

Community Education - See page 40 for registration details.
Project Management Fundamentals

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners.

In this six-week course, an experienced Project Management Professional will help you master the essentials of project management. You'll learn about project politics and ethics, project measurements, and project closure. You'll be able to develop all sections of a project plan, you’ll become comfortable with the project management body of knowledge, and you'll develop a variety of powerful techniques to generate project ideas.

If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

This course and its follow up (Project Management Applications) also include essential information that will help you prepare for the Project Management Professional (PMP)® and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI)®. Certification Magazine recently identified PMP certification as “the highest-paying certification” of the year.

Classes start monthly

$115

Ed2Go Online - See page 35 for details.
Discovering Watercolor

Discover many different ways water and color can collaborate on paper. Explore blending colors, creating shapes and the illusion of texture. Step by step, students will learn to create their own masterpieces, and practice the techniques they learned at home.

Course Outline

Week One
• Lines, textures, shapes
• Paint, balloons, size, shape, shading, overlapping
• Learn to paint backgrounds

Week Two
• Learn to layer paint
• Learn to use objects: toothbrushes, blunt end of brush, wrinkled paper towels, salt
• Paint chickens / roosters

Week Three
• Stroke coordination and control
• Learn to paint leaves with single and/or multiple stroke technique

Week Four
• Mix above mentioned skills (layer, texture, shape)
• Removing paint to create depth
• Paint an octopus

Week Five
• Used all mixed skills
• Create the illusion of a sprig of wild flowers
• Work on previous project in class

The wonderful world of watercolor arrived via a bad accident I suffered on 5/1/17, resulting in the loss of part of my right hand and leaving me with damaged dysfunctional remains. My long journey of physical and emotional therapy included watercolor. It took two and a half years of intense therapy, but thanks to the great doctors, surgeons, and therapist I emerged an avid hobbyist, here to share what I discovered along the way - Ann James

Tuesdays & Thursdays, October 5 - 28
Room: AR 103
6:30 pm - 8:30 pm
$250 + $40 material fee to instructor
California Motorcycle Safety Program

The Motorcycle Training course is designed for beginning and experienced riders. It consists of 2 classroom sessions and 2 riding sessions totaling approximately 16 hours, to be completed in 3 days. We offer a variety of class schedules. Motorcycle and helmet are provided. Successful completion is required by the DMV for any rider under the age of 21 seeking his or her first California motorcycle license.

Motorcycle Training classes are subject to a processing fee for rescheduling or canceling less than 2 business days prior to the start of class. Due to high demand for this class, registration fees are non-refundable once class has started or if participants fail to attend class.

Register at www.2wheelsafety.com
Click on Register Now then choose Gavilan College

(510) 784-8978

Under 21: $295

Mandated by the State of California to take the MTC before the DMV permit test

21 Years Old or Over: $350

Discover Sign Language

Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression.

Classes start monthly
Instructor Led $99
Self-paced $115

Special Interest

Discover Sign Language
SAT/ACT Prep Course - Part 1

Making the decision to attend college is one of the most important decisions you will ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This course will prepare you for both tests. Both the ACT and the SAT contain verbal and math question types. SAT/ACT Preparation Part I will give you all the information you need to do well on the verbal questions of the ACT and the new SAT. The ACT verbal sections are called the Reading Test, the English Test, and the Science Test. The Reading Test and the English Test assess your knowledge of English usage, grammar, and reading comprehension.

In 2005, the ACT began offering an optional essay test. If you choose to take the essay test, this course will show you how to do your best writing in a short period of time you will be given. Beginning in March 2016, the SAT verbal questions also changed. The lessons in this course will prepare you for those changes. The new verbal sections are called Writing and Language and Reading. The Reading section consists of Information & Ideas, Rhetoric, and Synthesis questions based on reading passages and quantitative information.

The SAT also contains a Writing and Language section, which includes multiple-choice questions about rhetoric, grammar, and English usage. The essay on the SAT is now optional and administered in its own section. This course will prepare you to write the type of essays that grading officials are looking for and will provide you with grammar and usage.

In addition to preparing you for specific question types on both exams, this course will give you pointers in time management, anxiety relief, scoring, and general standardized test-taking.

Required Book:
• The Official SAT Study Guide, (Official Study Guide for the New SAT)
• The Official ACT Prep Guide: Official Practice Tests + 400 Bonus Questions Online

Benjamin N. Gialloreto is Independent Counsel to the School Reform Commission in the Philadelphia School District and partner of the Philadelphia-based law firm Gallagher & Rowan, P.C. He holds a Bachelor of Science from Drexel University and J.D. from Loyola School of Law. He has practiced law since 1990 and is a former Deputy City Solicitor for the City of Philadelphia Major Trials and Civil Rights Units. Gialloreto has proctored this GMAT preparation course since 1999 and has helped more than 6,000 GMAT test takers. He also teaches online Paralegal Certificate courses for the Center for Legal Studies in Golden, Colorado.

Classes start monthly $149
Instructor Led or Self-paced

Ed2Go Online - See page 35 for details.
How to be Self-Published for Free!

• Have you dreamed of being published?
• Are you ready to be published now?
• Do you want to see your book on Amazon.com?

It just takes know-how to put it together into a finished piece. You’ll learn how to: be quickly and easily published, how to offer pay-per-download from your website, how to convert your manuscript to Kindle for FREE, and how to protect your work with copyrights.

Manual and materials include:

• PDF manual Self-Publishing for the Clueless© (978-1-891440-36-6)
• List of print-on-demand services and Pay-Per-Download sites
• Five free book cover maker websites
• Places to help you sell your books
• Additional resources to help you be self-published
• Trademark and Copyright specifics

Mike Rounds
Saturday, September 25
Zoom

9:00 am - 12:00 pm
$39 + $20 material fee to instructor
How to Create a Website in an Hour

In today’s technology driven world, people start by searching what they are looking for on the internet.

Having your own website that you can create, change, and control gives you the ability to tell people about you, your business and how to do business with you. You’ll be shown how to create your site in minutes including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want.

You’ll learn how to:
• get your domain name
• choose a web host and sign up for an account
• design your web pages, and collect credit card information
• be listed with major search engines

Manual and materials include:
• PDF manual Fishin’ With a Net™ 10th Edition
• PDF manual E-Commerce for the Clueless®
• Video instructions for adding e-commerce to your website
• Video instructions for using Weebly

This class is suitable for both beginners and non-technical types.

Mike Rounds

Wednesday, September 22                                           6:00 pm - 9:30 pm
Zoom                                                $39 + $20 materials fee to instructor

Community Education - See page 40 for registration details.
Clutterology - Eliminate Clutter in Your Home and Office

Don’t let your clutter dictate your life. Clutterology can eliminate clutter and change your life by making your environment work for you.

This class shows you how to:
• Stop junk mail.
• Distinguish between organized and neat.
• Determine keep items from toss items.
• Remove clutter and create an efficient environment to get more done.

Manual included: Clutterology® (978-1-891440-62-5)

Nancy Miller has been an organizer for more than 20 years, offering both personal and business consultation. Nancy’s credentials included membership in the National Association of Professional Organizers and the National Study Group on Chronic Disorganization.

Saturday, September 25
Zoom
1:00 pm - 4:00 pm
$39 + $20 material fee to instructor

Community Education - See page 40 for registration details.
Our courses help students access education to achieve their career and educational goals.

Continuing Education courses for Fall 2021 will be available mostly online. Our courses are free and open to the community.

**Classes for you**

Our courses provide excellent instruction in:

- ESL
- High School Equivalency (GED/HiSet) preparation (English / Spanish)
- Citizenship preparation classes
- Short term vocational (courses to improve employment skills)
  - Computer classes
  - Welding
  - Entrepreneurial / Small Business Development
  - Career preparation classes

**We Support You**

We also support students with our counselors, peer mentors, and amazing staff. Once a student, you can access additional support including food, housing, laptops, internet connections, and counseling.

**Get started and contact us**

Please contact the Gavilan College Continuing Education office for more information:

- at (408) 465-9520
- or visit us online gavilan.edu/cont-ed/index.php
- or by appointment at the Gavilan College main campus (5505 Santa Teresa Blvd) in the Child Development Building
Nuestros cursos ayudan a los estudiantes a acceder educación para lograr sus objetivos profesionales y educativos.

Los cursos de Educación Continua para otoño 2021 estarán disponibles principalmente en línea. Nuestros cursos son gratuitos y abiertos a la comunidad.

**Cursos para ti**

Nuestros cursos proporcionan una excelente instrucción en:

- Inglés como segundo idioma
- Preparación de equivalencia de escuela preparatoria (GED / HiSet)
- Clases de preparación para la ciudadanía
- Vocacional a corto plazo (cursos para mejorar las habilidades de empleo)
  - Clases de computación
  - Soldadura
  - Desarrollo empresarial / de pequeñas empresas
  - Clases de preparación profesional

**Apoyo**

Apoyamos a los estudiantes con nuestros asesores, mentores y personal increíble. Una vez que seas estudiante, puedes acceder a apoyo adicional que incluye alimentos, vivienda, computadoras portátiles, conexiones a Internet y asesoramiento general.

**Comienza y contáctenos**

Comunícate con la oficina de Educación Continua del colegio Gavilan y obtén más información llamando al:

- (408) 465-9520
- En línea gavilan.edu/cont-ed/index.php
- Citas previas en el campus principal: Gavilan College 5505 Santa Teresa Blvd. en el Edificio de Desarrollo Infantil
Visit community.gavilan.edu or www.ed2go.com/gavilanc for course descriptions & requirements

To register, click on the Online Classes link on the homepage

- One start date per month
- Most classes are 6 weeks with 12 lessons delivered Wednesdays & Fridays, although some career training programs are at your own pace and you can start anytime
- Completely online

Requirements:
- Internet / email, specific computer software maybe required. Always check our website before registering for a class to review the additional requirements.
REGISTRATION PROCESS FOR ONLINE CLASSES

1. Go to [www.community.gavilan.edu](http://www.community.gavilan.edu), then from the homepage click on the [Online Classes](http://www.community.gavilan.edu) link
2. Search for course by title or keyword
3. Select course by clicking on [Add to Cart](http://www.community.gavilan.edu)
4. Select [Session Date](http://www.community.gavilan.edu) and click on [Continue to Checkout](http://www.community.gavilan.edu)
5. Sign-in under [Returning Student](http://www.community.gavilan.edu) or [New Student](http://www.community.gavilan.edu) field by creating an account
6. Make payments by clicking on [Continue to Checkout](http://www.community.gavilan.edu) and following directions

**Business**
- Digital Marketing Suite
- Start Your Own Online Business
- Administrative Assistant Suite
  - Administrative Assistant Fundamentals
  - Administrative Assistant Applications
  - Effective Business Writing
- Starting a Consulting Business
- PMP® Certification Prep 1 & 2
- Entrepreneurship Suite
  - Creating a Successful Business Plan
  - Start Your Own Small Business
  - Small Business Marketing on a Shoestring
- Start Your Own Arts & Crafts Business
- Peachtree Accounting
- Accounting Fundamentals Suite
- Project Management Suite
  - Project Management Fundamentals
  - Project Management Applications
  - High Speed Project Management
- Supervision and Management
- Start and Operate Your Own Home-Based Business
- Purchasing Fundamentals
- Customer Service
- Sales Training Suite
  - Keys to Effective Communication
  - Effective Selling
  - Professional Sales Skills
- AutoCAD
- Start Your Own Publishing Business
- Start a Consulting Business

**Computing, Applications & Networking**
- Computer Networking Suite
  - Introduction to Networking
  - Intermediate Networking
  - Introduction to Wireless Networking
  - Understanding the Cloud
- CorelDRAW
- Windows
- LPI Linux Essentials Exam Prep
- Microsoft Office Value Suite
- MS Office Accounting Professional
- Microsoft Word, Excel, PowerPoint, Project, Publisher
- QuickBooks
- PC Troubleshooting
- Home PC Security
- Creating jQuery Mobile Websites with Dreamweaver
- Linux
- Adobe Acrobat X

**Accounting**
- Accounting Fundamentals
- Creating a Business Plan
- Payroll Practice and Management
- Statistics
- Quickbooks Bundle

**Database, Programming and Web Design**
- PHP and MySQL Series
- Effective Web Content
- Responsive Web Design
- Visual Basic Series
- XML
- Mac, iPhone, and iPad Programming
- Ajax, Ruby & Java
- Database Development
- Dreamweaver
• Python
• Crystal Reports
• HTML & CSS Series
  - Introduction, Intermediate and Advanced HTML and CSS
• Access
• C++
• C# Programming Series

Healthcare
• Certificate in Legal and Ethical Issues in Healthcare
• Medical Math
• Certificate in Energy Medicine
• Certificate in Infectious Diseases and Infection Control
• Certificate in Perinatal Issues
• Become an Optical Assistant
• Explore a Career: Nursing, Dental, Medical Writing, Administrative Medical Assistant & more
• Physical Therapy Aide
• Medical Transcription
• Administrative Dental Assistant
• Certified National Pharmaceutical Representative
• HIPAA Compliance
• Human Resources for Healthcare Professionals
• Mind-Body Therapies Bundle
• Medical Terminology Series
  - Medical Terminology: A Word Association Approach
  - Medical Terminology II: A Focus on Human Disease
• Natural Health and Healing
• Nutrition and Health Bundle
• Aging and Health Bundle

Graphics & Design
• Adobe InDesign CC
• Photoshop Elements
• Flash
• Dreamweaver
• Creating WordPress Websites Series
• Illustrator
• Photography Suite

Personal Finance
• Business Finance for Non-Finance Personnel
• Real Estate Investing I & II
• Stock Trading Suite
• Personal Finance
• Real Estate Suite
  - Keys to Successful Money Management
  - Real Estate Investing
  - Real Estate Law
• Where Does All My Money Go?

Grant Writing & Nonprofit
• Nonprofit Suite
  - Introduction to Nonprofit Management
  - Marketing Your Nonprofit
  - Nonprofit Fundraising Essentials
• A to Z Grantwriting Series
  - A to Z Grant Writing
  - A to Z Grant Writing II - Beyond the Basics
• Writing Essentials
• Get Grants
• Become a Grantwriting Consultant
• Grantwriting Suite
  - A to Z Grant Writing
  - Advanced Grant Proposal Writing
  - Becoming a Grant Writing Consultant

Languages
• Conversational Japanese
• Easy English
• Speed Spanish
• Spanish for Law Enforcement; Medical Professionals
• Instant Italian
• Beginning Conversational French
• Grammar for ESL

Digital Photography, Digital Video & Video Design
• Photography Series
  - Discover Digital Photography
  - Mastering Your Digital SLR Camera
  - Photographing People with Your Digital Camera
• Camtasia Studio 8
• Lightroom CC
• Travel Photography for the Digital Photographer
• Secrets of Better Photography
• Adobe Edge Animate
• How to Get Started in Game Development
• Digital Scrapbooking
• Make Movies with Windows XP or Vista
• 3ds Max
• Video Game Design and Development
• Photoshop CS & CC
• Final Cut Pro X

Health & Wellness
• Happy & Healthy Pregnancy
• Certificate in Food, Nutrition, and Health
• Medical Math
• Natural Health & Healing
• Certificate in Nutrition, Chronic Disease, and Health Promotion
• Certificate in Violence Prevention and Awareness

Writing & Publishing
• Fantasy Novel
• Publish & Sell Your E-Books
• Write and Publish Your Nonfiction Book
• Screenwriting
• Grammar Refresher
• Writing Young Adult Fiction
• Writing and Selling Self-Help Books
• Romance Writing Secrets
• Effective Business Writing
• Beginning Writer’s Workshop
• Technical Writing
• The Keys to Effective Editing
• Business and Marketing Writing
• Writing for Children
• Mystery Writing
• Beginner’s Guide to Getting Published
• Travel Writing
• Writing for ESL

Personal Development
• Mastering Public Speaking
• Discover Sign Language
• Reading Strategies Series
  - Ready, Set, Read
  - Guided Reading and Writing
  - Guided Reading
  - Response to Intervention
• Merrill Ream Speed Reading
• Start Your Own Edible Garden
• GRE Prep Series
• SAT/ACT Prep series
• Start Your Own Online Business

Personal Enrichment
• Guitar
• Homeschool With Success
• Interior Design
• Genealogy Basics
• Math Refresher
• Marriage and Relationships: Keys to Success
• Soft Skill Suite
  - Achieving Success with Difficult People
  - Interpersonal Communication
  - Skills for Making Great Decisions
  - Individual Excellence

Teaching Professionals
• Teaching Students with ADHD
• Teaching ESL/EFL Reading, Grammar or Vocabulary
• Blogging and Podcasting for Beginners
• Spanish for the Classroom
• Practical Ideas for the Adult ESL/EFL Classroom
• Empowering Students With Disabilities
• Singapore Math Strategies
• Microsoft Word, Excel & PowerPoint in the Classroom
• Using the Internet in the Classroom
• Enhancing Language Development

Law & Legal Careers
• Employment Law Fundamentals
• Real Estate Law
• Criminal Law
• Criminal Procedure: From Arrest to Appeal
• Legal Nurse Consulting
Registration is Easy! Here’s How:

For Community Education Classes

Online 24/7 at community.gavilan.edu and pay with Visa or Mastercard  
By Mail, download an application from the website and mail to Community Education, Gavilan College, 5055 Santa Teresa Blvd., Gilroy, CA 95020  
By Phone, call 408.465.9369  
(You can not register a minor over the phone.)  
Speak with Someone in the Virtual Welcome Center  
https://cccconfer.zoom.us/j/4088484800  

Please review cancellation policy at community.gavilan.edu before enrolling.

For Career Education Credit Classes

Pages 1 - 15

Apply Online 24/7 at www.gavilan.edu/admit/apply.php  
Once you have applied, Register For Classes with your student ID# (G00…)  
Online through the MyGav portal  
Speak with Someone in the Virtual Welcome Center for help with registration, financial aid or applications at https://cccconfer.zoom.us/j/4088484800

To Schedule An Appointment  
Please contact Adriana Servin at amartinez@gavilan.edu or call 408.840.2270 (Monday - Friday, 8:00 am - 5:00 pm)

Parking on Gilroy Campus  
Do not park in staff or handicap parking spaces. Parking permits not required at the Hollister or San Martin instructional sites.

Smoking  
Gavilan College is a smoke and tobacco-free campus. Smoking is only permitted in designated smoking spots.